

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

COMPUTER, E-MAIL AND INTERNET USE POLICY

Effective Date: 8/11/2015

Resolution 15-16

PURPOSE

The purpose of this policy is to implement guidelines for the use of Town computer network resources, including internet, e-mail, and on-line information services.

POLICY

It is Town policy to guide the appropriate use of Town supplied computers and related equipment, networks, software, e-mail and Internet access by employees and contractors and to ensure Town computer resources are secure and reliable while enhancing the productivity, efficiency and effectiveness of Town operations. All files, including e-mails, are property of the Town and are subject to audit and review, even if sent as authorized incidental personal use of the computer. There is no expectation of personal privacy.

PROCEDURES

A. Application

All current employees and contractors (hereafter "covered individuals") who have access to the Town's computers and related systems and who work in departments and offices directly responsible to the Town Manager are covered by this regulation. It is requested that elective offices and other independent offices, commissions, boards, and departments also comply with this regulation.

B. Conditions of Employment/Service

The following conditions of employment/service apply to all covered individuals in their use of computers and related equipment, e-mail and Internet access:

1. All Town computers (including laptop/notebook computers) and related equipment are formal communication and analytic tools. They should be used for Town business-related purposes in a professional and courteous manner. Any use of Town computer equipment for personal purposes, including sending and receiving e-mails and Internet access, shall be limited, brief, and infrequent provided that the use does not directly or indirectly interfere with Town computer systems, or services, burden the Town with additional incremental cost, interfere with other Town computer users employment or other obligations to the Town, or reflect negatively on the Town or it's employees.
2. All files, including e-mails, are property of the Town and are subject to audit and review even if sent as authorized incidental personal use of the computer. There is no expectation of personal privacy. Town computers and related equipment/systems are the sole and exclusive property of the Town and may be monitored when the Town deems it necessary to do so.
3. Town e-mail users should use care when sending e-mail messages from Town supplied e-mail addresses. Messages should be professional. The text of any e-mail should be appropriate to be sent as a signed letter on Town letterhead. E-mail users should consider that certain e-mails may

constitute electronic public records subject to inspection and copying under the Public Records Act.

4. Covered individuals should not have any expectation of privacy regarding internet access to websites accessed through Town computers and network systems.

5. The Following are restricted activities under this policy:

- a) The Town prohibits unauthorized copying, transfer, or reproduction of Town owned software.
- b) Covered individuals shall not access, take, copy or send data or files that disclose sensitive, personal, confidential or proprietary information without appropriate authorization.
- c) Covered individuals shall not use Town computers and related equipment, Town e-mail or Internet access to create, send, forward, reply to, transmit store, display, copy, download, read, or print inappropriate material. This includes, but is not limited to, material that is: unlawful or illegal; obscene or pornographic; defamatory; threatening; offensive; or violates the Town's discrimination or harassment policies.

C. Violation of Policy

Covered individuals who violate this policy may have their computer and technology system usage and access, and related privileges, revoked or suspended, and may be subject to progressive disciplinary action, up to and including termination. Violations of local, state, and federal laws carry additional penalties.

D. Notification

All covered individuals are directed to acknowledge receipt of this policy by signing a "Receipt of Computer, Email and Internet Use Policy" form indicating they have received, read, understand, and will abide by its provisions. If a covered individual declines to sign a witness shall make a notation that the individual has received the information.

The original form shall be placed in the personnel file and a copy shall be given to the employee, or attached to a contractor's service agreement.

E. Responsibilities and Guidelines

Covered individuals are responsible for complying with this policy. Managers and supervisors are responsible for enforcing this policy.

F. Definitions

- 1. "Personal Computer" – means a microcomputer designed for individual use for applications such as word processing, financial analysis, data management, and graphic presentations and to access e-mail and the Internet.
- 2. "E-mail" – means messages entered into a personal computer or personal communications device and sent to a receiving personal computer or device. This refers to e-mail on the Town's network and on the Internet.

3. "Internet" – means a world-wide collection of publicly accessible networks linked together for the exchange of information and services.
4. "Independent Contractor" – means a person who contracts to supply certain materials or do certain work for a stipulated sum for the Town: not a Town employee.